



## Durham City-County Planning Department

**FINAL AND EXEMPT PLAT**

## Standards and Notes

**I. SUBMITTAL INSTRUCTIONS**

**Submit To:** Durham City-County Planning Department

**Submittal Deadlines:** Due by 11:00 am on the weekly deadline (see schedule below), but may be submitted in advance. Late submittals will be returned to the applicants or held until the next submittal deadline. Exempt plats may be submitted any day and will be reviewed within one to three business days, depending upon the workload.

**Submittal Format:** All plan sets must be stapled together and folded with a maximum sheet size of 18" x 24". Mylars should not be submitted until final plats are approved and ready for recordation.

**Incomplete Submittal:** If a submittal is deemed incomplete for processing, the applicant will be notified by the end of business on the submittal deadline and the submittal will be returned to the applicant

**For More Information:** Contact Teri Danner, Planning Supervisor ([teri.danner@durhamnc.gov](mailto:teri.danner@durhamnc.gov)), or another member of the Development Review Team. For projects within the Downtown Tier or any other Design District or Historic Districts Overlay, please contact Sara Young, Planning Supervisor ([sara.young@durhamnc.gov](mailto:sara.young@durhamnc.gov)), or another member of the Urban Design Team.

**II. SUBMITTAL CONTENT**

# of Copies	Submittals must contain the following components and must be complete:
1	All final plats and exempt plats:
1	<input type="checkbox"/> Development Review Application for Final and Exempt Plats
12	<input type="checkbox"/> Check for review fee payable to "City of Durham" (see Section IV below)
or	<input type="checkbox"/> Regular final plat paper copies (no mylars until approved)
4	or
	<input type="checkbox"/> Exempt final plat paper copies (no mylars until approved)
2	Non-exempt plats:
2	<input type="checkbox"/> Nitrogen calculations if no preliminary plat was approved
2	<input type="checkbox"/> Stormwater checklist (sealed and signed) for the correct jurisdiction (or both)
2	<input type="checkbox"/> FIRM panel map (legible with site drawn to scale)
2	<input type="checkbox"/> USGS maps (legible with site drawn to scale)*
2	<input type="checkbox"/> Soils Survey map (legible with site drawn to scale)*
3	<input type="checkbox"/> Stream delineations or permits (for ephemeral streams or stream intrusions)
2	<input type="checkbox"/> Special documentation and applications for any easement agreements, variations, cost proportionality, etc.
1	<input type="checkbox"/> Tree coverage areas, including sample area surveys to show how the site will meet these requirements if no preliminary plat was approved (Suburban Tier only, except RS-20 and RR if no mass grading)
	<input type="checkbox"/> Copy of proposed or existing homeowners' association documents

\*Print outs of the online versions of these maps are not accepted.

### III. OTHER CONCURRENT SUBMITTALS

Final plats will not be processed beyond the first review cycle until any required concurrent submittals have been made, as applicable. For information on other required concurrent submittals contact:

Board of Adjustment (Use Permits or Variances)	Michael Stock, Senior Planner (michael.stock@durhamnc.gov)
Development Review Team (Related Plans)	Teri Danner, Planning Supervisor (teri.danner@durhamnc.gov)
Downtown Tier or within Design Districts	Sara Young, Planning Supervisor (sara.young@durhamnc.gov)

### IV. FEE SCHEDULE (Effective July 1, 2009)

<b>Final Plats</b> (UDO Section 3.6.8)	\$700 + \$25/Lot + 4% technology surcharge
<b>Exempt Final Plats</b> (UDO Section 3.6.2A)	\$75 + 4% technology surcharge (\$78 total fee)
<b>Re-review fees, if applicable</b>	Half of original fee, no maximum + 4% technology surcharge, applicable for each review after 1st re-review (starting with 3 <sup>rd</sup> review)
Final Plat = All final plat categories except Exempts Exempt Plats = All final plats that are exempt from the UDO under Section 3.6.2 and do not create non-conformities	
Note: Other departments may have review fees that are payable directly to them.	

### V. 2009 FINAL PLAT SUBMITTAL SCHEDULE (Every Friday) (Exempt Plats may be submitted any work day)

Submittal Deadline (11 AM)	Comments to Applicant (5:00 PM)	Submittal Deadline (11 AM)	Comments to Applicant (5:00 PM)	Submittal Deadline (11 AM)	Comments to Applicant (5:00 PM)
July 10	July 29	September 4	September 23	October 30	November 18
July 17	August 5	September 11	September 30	November 6	November 25
July 24	August 12	September 18	October 7	November 13	December 2
July 31	August 19	September 25	October 14	November 20	December 9
August 7	August 26	October 2	October 21	December 4*	December 23
August 14	September 2	October 9	October 28	December 11	December 30
August 21	September 9	October 16	November 4	December 18	January 6, 2010
August 28	September 16	October 23	November 11	December 23*	January 13

\* Adjusted for holiday

## VI. GENERAL INFORMATION:

REVIEW AGENCY	<b>Review Agency Key:</b>	
	ALL = Multiple agencies (more than 3) CCC = Cross-Connection Control CEC = County Erosion Control COU = County Utility Division CSW = County Stormwater ENH = Environmental Health FM= City or County Fire INS = Inspections NCD= NCDOT OS = County Open Space PLA = Planning Department	PLE = Environmental/Open Space Planning POL = Police PR= City Parks and Recreation PWE = City Public Works Engineering Division PWS = City Public Works Stormwater Division PWT = City Public Works Transportation Division SWD = Solid Waste TS = City Technology Solutions URF= Urban Forestry WM= City Water Management
<b>A. General Information– required on all sheets, as applicable to the project scope and type of submittal (GS47-30 and Public Works “Reference Guide for Development”)</b>		
<b>The following information is required on all plats (exempt and non-exempt final plats)</b>		
ALL	A1.	Required size is 18" x 24"; if more than one sheet, all sheets should be numbered; should be the same size and scale; and should show match lines, along with an index sheet. Do not submit mylars for standard plats. All submittals <b>must be folded</b> a convenient size (10" x 14" maximum dimension).
ALL	A2.	Engineer's scale – no smaller than 1" = 200'. Larger scale showing more detail is preferred. Include both a graphic scale and a numeric scale.
ALL	A3.	North arrow coordinated with any bearings shown on the plat (labeled as either true, magnetic with date, North Carolina grid ("NAD83" or "NAD 27" or is referenced to old deed or plat bearings)). If north is magnetic or from an old deed or plat, indicate date and source (if known) of original index.
ALL	A4.	Title block (preferred location is right edge or bottom right corner) to include the following: <ul style="list-style-type: none"> <li>• Name of proposed development on cover sheet and in title block on each sheet. Name must be approved and shall not duplicate any names currently in use (<b>UDO Sec. 13.3</b>).</li> <li>• Submittal labeled "Final Plat" or "Exempt Final Plat"</li> <li>• Date (original and all revisions) should be shown on all sheets.</li> <li>• Name, address, and telephone number of the Surveyor. Fax number and e-mail address may also be included.</li> <li>• Township name, Durham County, North Carolina</li> </ul>
<b>B. "Cover" or First Plat Sheet – The following items are required on all the first sheets of final plats (where multiple sheets are submitted and as applicable)</b>		
<b>The following information is required on all plats (exempt and non-exempt final plats)</b>		
ALL	B1.	Approval stamp block: A 3" x 4" space blocked out for approval stamping. The required location is adjacent to the Title Block in the lower right hand corner on the top sheet.
ALL	B2.	Vicinity map with sufficient detail and legibility to locate the project in reference to nearby roads and recognizable landmarks. Vicinity map shall have its own north arrow if oriented differently than plat.
ALL	B3.	For revisions or corrections to approved plats, provide a box labeled as "Revisions/Corrections to Approved Plat" and list in the box the changes that are proposed from the plat of record. This should be located near the approval box or otherwise easily distinguished on the cover sheet of the plat set.
PLA, PWE	B4.	Notarized owner's certificate attesting to the fact that the owner ordered such work, that all public streets, alleys and open spaces so designated on the plat are dedicated for such use and that all public and private easements shown are granted for the uses stipulated (see Standard Note 8). ( <b>UDO Sec. 3.6.8D</b> .) Exempt plats – if no dedication is being made of public or private easements, owner's certificate is not required.
PLA	B5.	Plat classification certificate required by <b>GS 47-30</b> as revised.
PLA	B6.	Review officer certification (to be signed by Register of Deeds Office) as required by <b>GS47-30</b> , as revised ( <b>UDO Sec. 3.6.8D</b> ).
PLA, PWE	B7.	Surveyor's certificate stating that the plat and subdivision is entirely within the boundaries of the tract of land conveyed to said owner with the date and record of deed, grantor and grantee names. Certificate shall attest to the correctness of work, and the fact that the subject plat was prepared in accordance with <b>GS 47-30</b> , as amended ( <b>UDO Sec. 3.6.8D</b> ).
ALL	B8.	The plat must accurately reflect the data as shown on a currently approved Site Plan or set of Construction Drawings (if applicable) and adhere to all applicable City of Durham Development Standards.
ALL	B9.	Show Planning Case Number on the plat when it is provided by the City of Durham.
ALL	B10.	Provide an overall <b>Index Map</b> with a North Arrow, Lot Numbers, Street Names, Matchlines, and Sheet Numbers, defining the total area of coverage and indexing the area of coverage for each Sheet of the plat

VI. GENERAL INFORMATION (All Plats Continued):	
<b>REVIEW AGENCY</b>	<p><b>Final Plat</b> = All final plat categories except Exempts</p> <p><b>Exempt Plats</b> = All final plats that are exempt from the UDO under Section 3.6.2 and do not create non-conformities</p> <p><b>Review Agency</b> – See first sheet for key to agencies</p>
<b>The following information is required on all plats (exempt and non-exempt final plats)</b>	
<b>ALL</b>	B11. Graphically provide a consecutive Sheet Number for each sheet of the plat along with the total number of sheets (i.e. Sheet 1 of __, etc.)
<b>ALL</b>	B12. Graphically show and label "Matchlines" on each Sheet of the plat. Also, provide labels along the Matchlines (i.e. "See Sheet __" ) defining all adjoining Sheet Numbers.
<b>ALL</b>	<p>B13. Exempt Plat Site Data Table including the following:</p> <ol style="list-style-type: none"> <li>1. Name, address and telephone number of applicant and owner if different.</li> <li>2. Property Identification Numbers (PIN) and Parcel ID Numbers for all properties.</li> <li>3. Tier, zoning and watershed or other overlay districts, as applicable, of subject property.</li> <li>4. Neuse or Cape Fear River Basin, as applicable, of subject property.</li> <li>5. The total area (acreage), and the exterior boundary of all land included in the request for approval (defined by metes and bounds, with the source of all boundary information referenced). If only a portion of a tract is to be developed, label the area of development site and its size.</li> <li>6. Lot sizes (square footage and acreage proposed for each lot). Include lot averaging minimums and calculations, as applicable (<b>UDO Sections 6 and 7</b>)</li> <li>7. Label existing and total proposed impervious surface square footage and percentage calculations for all development. Label the proposed impervious surface allocation for each lot as a Maximum Area of Impervious Surface (MAIS)</li> </ol>
<p>End of General Information requirements that apply to all Exempt Plats and other Final Plats. See below for the rest of the Final Plat General Information requirements.</p> <p>See also Existing Conditions and Proposed Conditions for other requirements for Exempt Plats</p>	

<b>The following information is required on all non-exempt final plats</b>	
<b>ALL</b>	<p>B14. Final Plat Site Data Table for all non-exempt plats, including the following:</p> <ol style="list-style-type: none"> <li>1. Name, address and telephone number of applicant and owner if different.</li> <li>2. Property Identification Numbers (PIN) and Parcel ID Numbers for all properties.</li> <li>3. Tier, zoning and watershed or other overlay districts, as applicable, of subject property.</li> <li>4. Neuse or Cape Fear River Basin, as applicable, of subject property.</li> <li>5. The total area (acreage), and the exterior boundary of all land included in the request for approval (defined by metes and bounds, with the source of all boundary information referenced). If only a portion of a tract is to be developed, label the area of development site and its size.</li> <li>6. Required setbacks, setback lines, or typical lots, and buffer limit lines (both existing and required) (<b>UDO Sections 6, 7 and 9.4</b>).</li> <li>7. If applicable, label the existing impervious surfaces as square feet (if &lt; 1 acre) or acreage (if ≥ 1 acre) and as a percentage of the total site area (required for all sites within a watershed protection overlay or the Neuse River Basin).</li> <li>8. Label total proposed impervious surface square footage and percentage calculations for all development. Label the proposed impervious surface allocation for each lot as a Maximum Area of Impervious Surface (MAIS).</li> <li>9. If applicable, label existing open space calculations, with both percentage required and provided, and area in square feet or acres.</li> <li>10. Proposed open space—List % and acreage required, and % and acreage provided in site data table, and if active or passive (with % of each). Label if payment in lieu of open space is proposed or public, passive open space is proposed to be dedicated with type (greenway, park, etc.) and acreage. If a partial payment in lieu of open space is required, that should also be noted with the number of lots required to make such a payment at time of final plat approval.</li> <li>11. Lot sizes (square footage and acreage proposed for each lot). Include lot averaging minimums and calculations, as applicable (<b>UDO Sections 6 and 7</b>).</li> <li>12. Area of floodway fringe or non-encroachment area fringe on site.</li> <li>13. Area of floodway or non-encroachment area on site.</li> <li>14. For projects without an approved preliminary plat – Provide proposed residential density calculations (<b>See UDO Article 6 District Intensity Standards</b>) – must be reduced by first subtracting area within proposed rights of way, and (except within conservation subdivisions or the RR District) 100% of land within the floodway or non-encroachment area, 50% of land within the floodway or non-encroachment area fringe, 100% of land within stream buffers, and 15% of the land designated as steep slopes. No density credit shall be allowed for land within these areas, except in the RR District pursuant to <b>Sec. 6.2.4 Conservation Subdivisions</b>.</li> </ol>

# Durham Development Review – Final and Exempt Plat Standards and Notes

## VI. GENERAL INFORMATION (Continued):

REVIEW AGENCY	<p><b>Final Plat</b> = All final plat categories except Exempts</p> <p><b>Exempt Plats</b> = All final plats that are exempt from the UDO under Section 3.6.2 and do not create non-conformities</p> <p><b>Review Agency:</b> See first sheet for key to agencies</p>
ALL	<p>B14. Final Plat Site Data Table for all non-exempt plats (continued):</p> <p>15. Provide calculations on plat to show how these areas have been subtracted from total acreage of site in calculating allowable/required density. <b>NOTE:</b> PDR density is set at the time of zoning map change and is not reduced by subtracting out these areas. Instead, the PDR density is allowed/ required for development of the remaining usable land outside these environmentally sensitive areas.</p> <p>16. For all plats, with or without a preliminary plat – Label the total number of dwelling units and residential density proposed, as applicable. Include maximum allowable density, and any density bonuses from either Major Roadway Density Bonuses (<b>UDO Section 6.3.4 or 6.4.3</b>) or Affordable Housing Density Bonus (<b>Section 6.6 of the UDO</b>).</p> <p>17. Show how the project meets the requirements of <b>UDO Section 8.3.1 Tree Coverage Standards</b>. Except Final Plats based on Preliminary Plats or Site Plans, tree coverage calculations (amount required, and amount and percentage of tree coverage provided by preservation and replacement) shall be provided. For Final Plat based on approved Preliminary Plats or Site Plans, only the amount and percentage of required and provided tree coverage should be labeled on the plat.</p> <p>18. For all plats, with or without a preliminary plat – Label the total number of dwelling units and residential density proposed, as applicable. Include maximum allowable density, and any density bonuses from either Major Roadway Density Bonuses (<b>UDO Section 6.3.4 or 6.4.3</b>) or Affordable Housing Density Bonus (<b>Section 6.6 of the UDO</b>).</p> <p>19. Show how the project meets the requirements of <b>UDO Section 8.3.1 Tree Coverage Standards</b>. Except Final Plats based on Preliminary Plats or Site Plans, tree coverage calculations (amount required, and amount and percentage of tree coverage provided by preservation and replacement) shall be provided. For Final Plat based on approved Preliminary Plats or Site Plans, only the amount and percentage of required and provided tree coverage should be labeled on the plat.</p>
ALL	B15. Space blocked out and labeled for listing “Special Conditions of Approval.” This box should contain all the special conditions unique to the site. The required location is above the approval box, and adjacent to the title block on the cover sheet. Do not include general or Public Works conditions in this box.
PWE, PWT, PWS	B16. “Public Works Conditions Box” should contain all the standard notes required by City Public Works and should be listed in a separate box from any conditions that are truly unique to the site. It should be located on the top sheet of the plan set.
ALL	B17. Space blocked out and labeled for listing “General Conditions of Approval.” This box should contain all remaining standard notes and be located on the cover sheet. Do not include special conditions in this box.
ALL	B18. List any conditions applied to the property as part of any previous approvals on the first sheet in the appropriate box
PLA	B19. Notarized attorney’s certificate of the ownership (including individuals, partnerships, corporations or lenders with financial security interests) of any property for which a final plat shows dedication of right-of-way ( <b>UDO Sec. 3.6.8D</b> ).
PLA	B20. Attorney’s certification that restrictive covenants, deeds of easement and/or other legal documents have been filed for perpetual road maintenance and access arrangements for adjoining properties when private roads are shown on final plats. (This may be provided as a stand alone certification via letter.) ( <b>UDO Sec. 13.8</b> ).

## VII. EXISTING CONDITIONS & FEATURES:

REVIEW AGENCY	<p><b>Final Plat</b> = All final plat categories except Exempts</p> <p><b>Exempt Plats</b> = All final plats that are exempt from the UDO under Section 3.6.2 and do not create non-conformities</p> <p><b>Review Agency</b> – See first sheet for key to agencies</p>
<p><b>C. Existing Conditions/Features – The following items are required as existing conditions or features on final plats as applicable. Requirements are from GS47-30 and/or the Public Works “Reference Guide for Development” unless otherwise specified. Existing conditions and features must be clearly distinguished from proposed features or new property lines.</b></p> <p><b>The following are existing conditions and features required on all plats (exempt and non-exempt)</b></p>	
ALL	C1. Existing conditions must include a recent (preferably no more than two (2) years old), sealed survey performed by a professional land surveyor licensed in North Carolina. The survey shall include all physical improvements on the site and the boundary information with source of the provided information.
ALL	C2. All adjoining property lines shown with angle of departure

# Durham Development Review – Final and Exempt Plat Standards and Notes

## VII. EXISTING CONDITIONS & FEATURES (Continued):

<b>REVIEW AGENCY</b>	<p><b>Final Plat</b> = All final plat categories except Exempts</p> <p><b>Exempt Plats</b> = All final plats that are exempt from the UDO under Section 3.6.2 and do not create non-conformities</p> <p><b>Review Agency</b> – See first sheet for key to agencies</p>
<b>Existing conditions and features must be clearly distinguished from proposed features or new property lines.</b>	
<b>The following are existing conditions and features required on all plats (exempt and non-exempt)</b>	
ALL	C3. Names of adjacent development and property owners and adjacent property reference. If applicable, provide existing adjoining lot numbers with existing subdivision name and references
ALL	C4. When more than one property is involved in the request, all property lines should be shown and labeled as either “to remain,” “to be removed,” or “hereby removed”
ALL	C5. Show any existing building footprints, with the existing building area, type of construction and number of stories (including basement).
ALL	C6. All adjoining, internal and/or opposing existing rights of way, railroads, and roadways should be shown with names, dedicated right of way widths; labeled as “Existing” and either “Public” or “Private.” Note any street or rights of way that are unopened.
ALL	C7. Within the subject property, or within 100 feet of the property line: any septic tanks and drain fields, wells, width of utility easements. Should also be shown on exempt plats when new lot lines are created to verify that existing utilities will be entirely within a lot and will continue to serve any existing dwelling on that lot.
ENV, PLA	C8. For existing septic tanks/fields or wells being abandoned, label as being abandoned on the feature itself. Provide appropriate abandonment notes.
ENV	C9. Final plats not requiring preliminary plats: In areas not served by municipal sewer, Durham County Environmental Health (560-7800) recommends that property proposed for subdivision be evaluated by a Licensed Soil Scientist first. The resulting report should be used in proposing property lines.
ALL	C10. Show and label all visible and apparent existing utility easements and rights of way (both public and private) within, or crossing, or forming a boundary of subject property with location, width and type of easement. Define all easements by centerline bearings, distances, and ties to property corners or page book and deed reference. Provide standard notes for all easements.
ALL	C11. Name and location of any cemeteries, with easements shown and labeled.
ALL	C12. All parcels of land previously dedicated and/or reserved, for public or private use, shown with total land area, plat book and page reference, and boundary description. This would include any areas in greenway easements and/or conservation easements where impervious surface has been transferred to another parcel (indicate amount of impervious surface transferred and the PIN of parcel to which the impervious surface has been transferred.)
ALL	C13. OPTIONAL FOR EXEMPT PLATS: Include all environmental and other restrictions on development, including, but not limited to streams with appropriate stream buffers and setbacks, delineations of floodway, floodway fringe (Special Flood Hazard Areas (SFHA) and Future Conditions Flood Hazard Areas (FCFHA)), labeling of elevation and location of Base Flood Elevation cross-sections from FIRM panel, steep slope areas, wetlands with buffers, Natural Inventory sites, etc.
<b>End of Existing Conditions and Features that apply to all Exempt Plats and other Final Plats. See below for the rest of the Final Plat General Information requirements.</b>	
<b>The following are existing conditions and features required on non-exempt final plats only</b>	
ALL	C14. Tier, zoning and watershed or other overlay districts, as applicable, of all abutting properties and current use, including major improvements within 50 feet of the subject property.
PLA, DOS	C15. Show and label existing open spaces and any other existing common areas, with both percentage required and provided, and area in square feet if less than one acre or acres if $\geq$ one acre (UDO Sec.6).
PLA	C16. For projects without an approved Preliminary Plat or Site Plan: Identification of frontage length and depth along a major roadway that would allow a Major Roadway Density Bonus in accordance with UDO Section 6.3.3.B (RS-M District) or 6.4.3.C (RU Districts)
ALL	C17. Location and names of existing water courses or water bodies on or adjacent to the site
ALL	C18. Show required stream buffers (labeled either as “perennial” or “intermittent” as shown on USGS 7½ minute quadrangles, USDA Soils Surveys or NRCSC maps) with standard notes. Stream buffer widths are measured from the top of bank, each side. Additional width may be required within Watershed Protection Overlays. <b>See Sections 8.5, 8.7, and 16 of the UDO.</b> If there are conflicts between these map sources, the most restrictive definition and standard applies.



## VII. EXISTING CONDITIONS & FEATURES (Continued):

REVIEW AGENCY	Final Plat = All final plat categories except Exempts Exempt Plats = All final plats that are exempt from the UDO under Section 3.6.2 and do not create non-conformities Review Agency – See first sheet for key to agencies
<b>Existing conditions and features must be clearly distinguished from proposed features or new property lines.</b>	
<b>The following are existing conditions and features required on non-exempt final plats only</b>	
ALL	C19. The boundaries of any Special Flood Hazard Areas (SFHA) or Future Conditions Flood Hazard Areas (FCFHA), steep slopes, wetlands, Durham Natural Inventory sites, and Durham Historic Inventory sites within or adjacent to the project site, with each uniquely patterned or shaded, with standard notes and buffers as required ( <b>UDO Section 8</b> ). Field survey of these areas is required if disturbance is proposed within them or if they will be located within any proposed lots, where allowed. Optional on Exempt Plats.
ALL	C20. Label the size of each of these areas in C20 above as either square feet or acreage (if $\geq 1$ acre in size).
ALL	C21. <b>Per Section 12.1.1D</b> , Base floodplain elevation shall be provided for all development proposals that are impacted by floodplain as required by <b>Section 8.4 Floodplain and flood Damage Protection Standards</b> . Latest adopted base flood elevation (BFE) labeled and cross-sections drawn on stream to match latest approved FIRM (Flood Insurance Rate Map) panel information (J series, dated May 2, 2006, or later series, required). Base flood elevation data within the site should be field-surveyed and results drawn to scale and tied to field topography where possible. At a minimum, flood elevations should match City topographic maps and not be scaled off FIRM panels, where better information is available. Add Standard Note 1. Source of data drawn on plat must be labeled in all instances. If site is NOT within a flood hazard area, add note that, "This site is not in any Special Flood Hazard Areas or Future Conditions Flood Hazard Areas, as shown on FIRM Panel (add correct FIRM panel reference and date)."
ALL	C22. Where preliminary flood data is available that is more recent than the adopted FIRM panels, the information on them may be required by Stormwater Services or other agencies. In those instances, both sets of flood data should be reflected on the plans, with each clearly labeled with panel numbers and date. Preliminary data should be labeled as such.
ALL	C23. Label the lowest finished floor elevation(s) of existing buildings if the property has any SFHA or FCFHA on it.
ALL	C24. Add the following note to all plats within Special Flood Hazard Areas: "A separate Floodplain Development Permit may be required from the Inspections Department prior to issuance of a building permit."
PLA	C25. Any existing, required tree coverage areas within the project area should be shown on the plat ( <b>UDO Section 8.3</b> ).
<b>D. Other Existing Conditions or Additional Information – Attach separate sheets as necessary</b>	
PLA, DOS	D1. If a preliminary plat is not required: Site analysis map for a Conservation Subdivision to be developed under <b>Section 6.2.4 of the UDO</b> , with all Primary and Secondary Conservation Areas clearly identified (labeled with type of area and size). This sheet should also include the list of the Primary and Secondary Conservation Areas in the order listed in the UDO. This should be on a separate sheet from the final plat sheets.

## VIII. PROPOSED CONDITIONS & FEATURES:

REVIEW AGENCY	Final Plat = All final plat categories except Exempts Exempt Plats = All final plats that are exempt from the UDO under Section 3.6.2 and do not create non-conformities Review Agency – See first sheet for key to agencies
<b>E. Proposed Conditions and Features – The following items must be included on the plat, as applicable, and clearly distinguishable from existing conditions and features</b>	
<b>The following are proposed conditions and features required on all plats (exempt and non-exempt)</b>	
ALL	E1. Clearly distinguish graphically between existing features and proposed features ( <b>Public Works "Reference Guide for Development"</b> ).
ALL	E2. Provide the exact boundary of the property being subdivide/recombined, with sufficient survey data to readily determine and reproduce on the ground every line shown on the boundary.
ALL	E3. New property lines, lot numbers (all), and setbacks defining building envelopes for PDR and other non-standard subdivisions. Lots shall be numbered consecutively within each block and may be cumulative throughout the subdivision if in a uniform manner approved by Planning Director or designee. Any lots re-subdivided shall be consecutively numbered beginning with the last available number in the existing block or subdivision ( <b>UDO Sec. 13.5.6</b> ).
INS, TS, PLA	E4. Addresses required to be shown on standard final plats and are requested on exempt plats. Obtain addresses from Technology Solutions either before submitting plat or at the time of first round of comments. Addressing at the time of final plat approval is optional for exempt plats, but will be required by the City-County Inspections Department prior to issuance of any building permits.

# Durham Development Review – Final and Exempt Plat Standards and Notes

VIII. PROPOSED CONDITIONS & FEATURES (Continued):	
<b>REVIEW AGENCY</b>	<b>Final Plat</b> = All final plat categories except Exempts <b>Exempt Plats</b> = All final plats that are exempt from the UDO under Section 3.6.2 and do not create non-conformities <b>Review Agency</b> – See first sheet for key to agencies
<b>The following are proposed conditions and features required on all plats (exempt and non-exempt)</b>	
ENV	E5. In areas not served by municipal sewer, Durham County Environmental Health (560-7800) recommends that property proposed for subdivision is evaluated by a Licensed Soil Scientist first. The resulting report should be used in proposing property lines. <b>Prior to final plat approval</b> it is recommended that lot lines shown on the preliminary plat be flagged in the field and <u>Applications for Improvement Permits</u> be submitted to Environmental Health for each lot. Environmental Health Specialists (EHS) should complete these evaluations prior to any site disturbance.
ALL	E6. All dimensions, both linear and angular, for locating the boundaries of the subject tract, subdivision lots, streets, alleys, public easements and private easements. Include (where practical) all corners of adjacent owners along the boundary of the subject tract. Linear measurements should be expressed in feet and decimals of a foot; all angular measurements should be expressed by bearings. All curves should be defined by the radius, central angle (delta), tangent, arc distances, long chord distances and chord bearings. The description and location of all monuments should be shown. No Final Plat showing plus or minus distances will be approved. <b>(GS47-30 and Public Works “Reference Guide for Development”).</b>
ALL	E7. A definite tie should be shown between two permanent points on the exterior boundary of the subject subdivision, either by bearing and distance, or by grid coordinates (with grid factor shown on face of the plat). In lieu of grid coordinate system ties, bearing and distance ties should be furnished (Control Corners). In addition, one or more corners shall be accurately tied to and coordinated with a horizontal control monument of some United States or State Agency survey system, such as the North Carolina Geodetic Survey where the monument is within 2,000 feet, with coordinates of both referenced corner and monument. <b>(GS47-30 and Public Works “Reference Guide for Development”).</b>
ALL	E8. Show all proposed private easements. For exempt plats, it is recommended that the applicant meet with City Public Works (appropriate division), NC DOT, or County Engineering, as appropriate, before submitting the plat to Planning if the private easement will be connecting to public utilities or right of way.
ENV, PLA	E9. For projects utilizing on site water supply or waste disposal, plans should be referenced with standard notes. Final plats not requiring preliminary plats: In areas not served by municipal sewer, Durham County Environmental Health (560-7800) recommends that property proposed for subdivision be evaluated by a Licensed Soil Scientist first.
PWT, PLA	E10. Make sure that the plat does not create any land locked parcels. If created on an exempt plat, note must be added that, “Please note that this plat is exempt. Building permits may not be issued for these lots if they do not meet the requirements of the Unified Development Ordinance for lot frontage or other dimensional or access requirements.”
<b>The following are proposed conditions and features required on non-exempt final plats only</b>	
PWT, NCD	E11. Show required right-of-way and right-of-way dedication (from site plan or preliminary plat)
PLA, PWT, TS	E12. Make sure that the street names on the plat agree with the street naming convention of the City and County of Durham
ALL	E13. Location, labels, and boundary description of properties proposed to be dedicated or reserved under public or private ownership including the, size, purpose, future ownership, and maintenance provisions for the property. This category includes but is not limited to thoroughfares, rail corridors, greenways, recreation facilities, open space and common areas.
PLA	E14. Provide copies of homeowners’ association documents, as applicable to projects with land in common ownership, to the Planning Department for review by Planning and the appropriate Attorney’s office prior to sign off on final plats. <b>(UDO Sec.7.2.6 and 13.8.1).</b>
PR, PLA	E15. Verify conformance with the “ <b>Durham Trails and Greenways Master Plan</b> ” (DTAG). Label and show greenway dedications with metes and bounds and standard notes. See Parks and Recreation Department for questions or latest copy of the DTAG.
PLA	E16. Verify conformance with the latest adopted Comprehensive Plan <b>(UDO Sec. 13.2 and Durham Comprehensive Plan).</b>
PLA, DOS	E17. Verify conformance with adopted Open Space Plans for <b>Little River, New Hope or Eastern Durham</b> , as applicable <b>(UDO Sec. 13.2 and plans referenced).</b>
PWT	E18. Verify conformance with the most recently adopted Thoroughfare Plan <b>(UDO Sec. 13.2).</b>
PLA	E19. Details and dimensions necessary to show how the proposal meets <b>Articles 6, District Intensity Standards, and 7, Design Standards, of the UDO</b> where no preliminary plat is required. This may include calculations for infill standards and/or density bonuses and should be submitted on a separate sheet from the final plat itself.



# Durham Development Review – Final and Exempt Plat Standards and Notes

VIII. PROPOSED CONDITIONS & FEATURES (Continued) (Non-exempt plats only):	
<b>REVIEW AGENCY</b>	<b>Final Plat</b> = All final plat categories except Exempts <b>Exempt Plats</b> = All final plats that are exempt from the UDO under Section 3.6.2 and do not create non-conformities <b>Review Agency</b> – See first sheet for key to agencies
<b>The following are proposed conditions and features required on non-exempt final plats only</b>	
INS PWS CSW PLA	E20. Land within Special Flood Hazard Areas (SFHA) and Future Conditions Flood Hazard Areas (FCFHA) shall not serve to meet minimum lot size requirements, except in the Rural Tier, and on property zoned RR or RS-20 in the Suburban Tier, where at least 50% of the required lot area is located outside the floodway or non-encroachment area fringe (floodway fringe) ( <b>UDO Sec. 8.4.3B.1</b> ). Field survey of these areas is required and identification of the size of lot area inside and outside of the SFHA and FCFHA for each lot that encroaches into these areas. (Optional for exempt final plats).
PLA	E21. Land within stream buffers shall not serve to meet minimum lot size requirements, except in the Rural Tier, and on property zoned RR or RS-20 in the Suburban Tier, where at least 50% of the lot is outside the stream buffer ( <b>UDO Sec. 8.5.5A</b> ). Provide calculations of lot area to indicate this has been complied with. Field survey of top of bank and stream buffer limits is required if lots will be located within them, with labeling of the portion of the lot area inside and outside of stream buffers for each lot that encroaches into them.
PLA	E22. Land within wetland buffers shall not serve to meet minimum lot size, except in the Rural Tier, and on property zoned RR or RS-20 in the Suburban Tier, where at least 50% of the lot is outside the wetland buffer or wetland ( <b>UDO Sec. 8.9.5C</b> ). Provide calculations of lot area to indicate this has been complied with. Field survey of wetlands and wetland buffer locations is required if lots will be located within them, with labeling of the portion of the lot area inside and outside of wetland buffers for each lot that encroaches into them.
PLA	E23. If project involves less than 4 acres, and no preliminary plat is required, clearly identify proposed infill development standards that meet the requirements of <b>Section 6.8 of the UDO</b> . Attach documentation as needed for context area
ALL	E24. Sight distance triangles (10' by 70' for driveway intersections at ROW lines, 25' x 25' at intersection of two public streets, or as per NCDOT requirements at all other intersections, or as shown on preliminary plat, must be shown and labeled ( <b>UDO Sec. 12.3.1D</b> )
PLA, PWE, PWT	E25. For single family homes or townhomes with required parking in driveways, provide a typical detail or note in the Public Works Conditions of Approval box stating, "Driveway lengths shall be no less than 18 feet (unless a greater setback is required) measured from right of way or street easement line as applicable." ( <b>Public Works "Reference Guide for Development"</b> )
PLA	E26. Identification of proposed housing types and typical setbacks for each type of standard or non-standard lots shown ( <b>See UDO Section 7.1</b> )
PLA, PWE, PWT	E27. If a townhome development is proposed in the City limits (or to be annexed prior to Certificate of Compliance) and the streets are designed with parking on both sides provide the standard townhome note per the Public Works <b>Reference Guide for Development</b> . The pavement designs however must meet the City of Durham minimum road sections for residential streets.
ALL	E28. Note on plat that, "Residential lots adjacent to major or minor thoroughfares shall have vehicular access from the local street only"
ALL	E29. Streets named without duplication ( <b>per Section 12.3.2 of the UDO</b> ) and labeled as either public or private (Submit separate list for approval attached to application.) "Private access and common areas" within townhouse and commercial projects may be named
ALL	E30. All final plats containing private streets and roads shall contain a note requiring a disclosure statement to be furnished to all subsequent purchasers of property shown on the plat ( <b>UDO Sec. 13.8.2</b> )
ALL	E31. A North Carolina Professional Engineer may use alternative street designs for all townhouse and condominium developments that have a common area associated with the location of the street, water and sewer lines. These layouts are not required to meet the Private Street Standards as described in the <b>City of Durham Public Work's "Reference Guide for Development"</b> handbook; however the alternative design is subject to approval by the Public Works Department. Add standard notes to all plans.
ALL	E32. Specific performance standards as required by other Articles of the <b>UDO</b> and within specific overlay districts.
PWE, PWS, CSW	E33. Provide preliminary storm drainage easement sizes and locations. All storm drainage lines and easements should be located in open space as much as possible. Storm drainage easements cannot be shown as combined easements. <b>Section 3.6.8F.3e of the UDO</b> requires that the construction drawings be approved prior to approval of the final plat.
ALL	E34. Label all storm drainage easements with standard notes. See <b>Public Works "Reference Guide for Development" checklist</b> (attached) or <b>County Stormwater checklist</b> (attached) as appropriate.
ALL	E35. For all new construction and substantial improvements within Special Flood Hazard Areas and Future Conditions Flood Hazard Areas, proposed finished floor elevation is required to be at least two feet above Base Flood Elevation, unless within Zone A, in which case it must be at least five feet above surrounding grade ( <b>UDO Sec. 8.4.3A.10</b> ). This is the regulatory flood protection elevation.
ALL	E36. New residential and non-residential construction or substantial improvement of a residential or non-residential structure shall have the reference floor elevation, including basement, elevated no lower than the regulatory flood protection elevation ( <b>UDO Sec. 8.4.3B.2</b> ). Non-residential structures located in AE and X (Future) Zones may be flood proofed if they meet requirements of <b>Section 8.4.3B.3 of the UDO</b> .

# Durham Development Review – Final and Exempt Plat Standards and Notes

VIII. PROPOSED CONDITIONS & FEATURES (Continued) (Non-exempt plats only):	
REVIEW AGENCY	<p><b>Final Plat</b> = All final plat categories except Exempts</p> <p><b>Exempt Plats</b> = All final plats that are exempt from the UDO under Section 3.6.2 and do not create non-conformities</p> <p><b>Review Agency</b> – See first sheet for key to agencies</p>
The following are proposed conditions and features required on non-exempt final plats only	
ALL	<p>E37. On small streams where no base flood data has been provided, no encroachments, including fill, new construction, substantial improvements or new development, shall be permitted within the setbacks established in <b>UDO Section 8.5 Stream Buffer Protection Standards</b>, or <b>Sec. 8.7 Watershed Overlay Protection Standards</b>, or 20 feet each side from top of bank or five times the width of the stream, whichever is greater (<b>UDO Sec.3.22.3C</b>).</p> <p>If encroachments are proposed within 20 feet of each side of the stream, from top of bank, or five times the width of the stream, whichever is greater, certification with supporting technical data by a registered professional engineer shall be provided demonstrating that any encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge (<b>UDO Section 8.4.2C1</b>).</p>
ALL	<p>E38. For floodplains with no Base Flood Elevation (BFE) data, the BFE used in providing the regulatory flood protection elevation shall be determined based on one of the following, in priority order:</p> <ul style="list-style-type: none"> <li>a. If BFE data is available from other sources, all new construction and substantial improvements shall also comply with the <b>UDO</b> and be elevated or flood proofed in accordance with <b>Sec. 3.22.1B(11&amp;12)</b>; or</li> <li>b. All subdivision, manufactured home park, or other development proposals shall provide BFE data if greater than five acres or has more than 50 lots/manufactured home sites, to be adopted by reference per <b>Section 8.4.2 of UDO</b>; or</li> <li>c. When BFE data is not available from a Federal, State or other source, the reference level shall be elevated to or above five feet above the highest adjacent grade (<b>UDO Sec. 8.4.3A.10</b>).</li> </ul>
ALL	<p>E39. For floodplains with Base Flood Elevations (BFE) but no established floodway or non-encroachment areas, no encroachments, including fill, new construction, substantial improvements, or other development, shall be permitted unless certification with supporting technical data by a registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community (<b>UDO Sec.8.4.3D</b>).</p>
ALL	<p>E40. Show required stream buffers (labeled either as “perennial” or “intermittent” as shown on USGS 7½ minute quadrangles, USDA Soils Surveys or NRCSC maps) with standard notes. Stream buffer widths are measured from the top of bank, on each side. If there are conflicts between these map sources, the most restrictive definition and standard applies. If projects are located with a Watershed Overlay, additional stream buffer widths may be required. (<b>See Sections 8.5, Stream Buffer Protection Standards, 8.7, Watershed Protection Overlay Standards, and Article 16, Defined Terms, of the UDO</b>)</p>
ALL	<p>E41. For final plats without a preliminary plat required and as applicable: Include copies of delineations, permits, or maps from US Army Corps of Engineers or NC DWQ related to their jurisdiction over wetlands or Neuse River Basin streams identified on site. If intrusions into streams are proposed, or if streams are found to be ephemeral, three copies of documentation from the appropriate agency should accompany submittal. Appropriate City or County agencies must also approve any intrusions or stream delineations in writing prior to approval of the plat, especially if the owner believes the streams or wetlands do not exist on site and wants to contest the USDA Soils Survey, NCRCS, or USGS maps that show the stream(s) (<b>Sec 8.5 of the UDO</b>).</p>
ALL	<p>E42. Label total impervious surface square footage and percentage calculations for all development (per <b>City or County Stormwater Ordinances, Neuse Basin Rules, Watershed Protection Overlays of Sec. 8.7 of the UDO</b>). Some sites may require Engineered Storm Water Control devices, drainage calculations, permit fee, and perpetual surety (payable to City of Durham in Stormwater Services or to County of Durham in County Engineering) with standard notes. Three (3) copies of nitrogen calculations required for Neuse Basin. <b>Final Plats must include impervious surface allocations for each lot.</b></p>
PWE, COU	<p>E43. Proposed water and sanitary sewer easements with standard notes, either public or private, including connections to existing facilities and any maintenance provisions. (Combined easements are not allowed, but overlapping easements are acceptable) (<b>Section 12.1.4 Required Easements</b>). See Public Works <b>“Reference Guide for Development”</b> checklist and Development Review Guide for projects within the City limits or that will be annexed. See County Engineering for projects using County sewer. <b>Note: For all encroachments into the stream buffer by sanitary sewer mains or easements, provide a drawing in pdf format that shows all encroachments, the amount of the area of stream buffer disturbed or encroached upon, and a written request for approval of the encroachment by the Public Works Engineering Division – contact the Development Review Group for questions.</b></p>

# VIII. PROPOSED CONDITIONS & FEATURES (Continued) (Non-exempt plats only):

REVIEW AGENCY	<p><b>Final Plat</b> = All final plat categories except Exempts</p> <p><b>Exempt Plats</b> = All final plats that are exempt from the UDO under Section 3.6.2 and do not create non-conformities</p> <p><b>Review Agency</b> – See first sheet for key to agencies</p>
The following are proposed conditions and features required on non-exempt final plats only	
PLA	<p>E44. Tree coverage, as required by <b>Section 8.3 of the UDO</b>, applies only in the Suburban Tier and only in the RS-20 and RR Districts in the Suburban Tier if mass grading (<b>Section 9.5 Land Disturbance and Revegetation</b>) is utilized, unless included as a committed element on the development plan for a zoning map change. It applies to all new development other than additions to existing single-family detached houses. Additions to applicable existing development as of January 1, 2006, and in the Suburban Tier, shall provide tree coverage as a percentage of the area proposed for disturbance.</p> <p>Tree coverage areas in all new subdivisions must be located within required common open space (<b>Section 7.2 Open Space</b>) or buffers (<b>Section 9.4 Project Boundary Buffers</b>), except new subdivisions without buffers that make payment in lieu of required open space under <b>Section 7.2.2, Required Open Space</b>, may locate tree coverage areas on private lots. Tree coverage required as a committed element on a rezoning development plan approved under the <b>Zoning Ordinance</b> would continue to be required in any Tier as provided in <b>Section 1.10.3 and 1.10.4B</b>, unless administratively adjusted under <b>Section 1.10.4C</b>.</p>
PLA	<p>E45. Show location of all tree coverage areas (preservation and/or replacement areas) with each area labeled individually with width and area. Show required 10 foot building setback from preserved tree coverage areas. <b>See Section 8.3 of the UDO.</b></p>
PLA	<p>E46. Tree coverage calculations and species proposed to be planted (if insufficient natural wooded cover exists) are required on all non-exempt final plats with no preliminary plat or site plan (<b>UDO Sec. 8.3</b>).</p>
PLA	<p>E47. Street tree table showing species proposed and number of street trees to be planted per lot, including open space lots, to match approved preliminary plats (UDO Section 9.6 Street Trees).</p> <p>If there is no preliminary plat, include calculations on a separate sheet of the number of street trees required and the number provided by tree preservation and tree installation. Existing trees to be used to meet street tree requirements should be located in the field, be no closer than 4 feet and no further than 30 feet from the right of way (or within the street yard, whichever is smaller), and labeled with size, species, and number of street tree credits requested on the plan. Street trees proposed to be planted within right of way or within 4 feet of the right of way must be approved by both Public Works and Urban Forestry during the review process. Existing trees are credited by dividing the diameter at breast height of the existing tree by 2", dropping all fractions. This number represents the number of street tree credits for each existing trees, and should also be labeled on the plat.</p>

See following pages for Standard Notes and Public Works Checklists

**DURHAM GENERAL STANDARD NOTES** (See also Public Works Standard Notes Below): The wording of all notes should be exactly as below. Note that this Section contains all standard notes, however green-shaded notes are not required on final plats.

1. **For sites containing floodplain:** All development within the floodway or non-encroachment area or floodway fringe and non-encroachment area fringe, including fill, new construction, substantial improvements, manufactured housing, storage of materials and storage of toxic or flammable substances, is prohibited except as provided by applicable Flood Hazard Regulations of UDO Section 3.22 and 8.4.  
 Floodplain elevation(s) \_\_\_\_\_  
 Floodplain zone \_\_\_\_\_  
 FEMA map number \_\_\_\_\_  
 FEMA map date \_\_\_\_\_  
  
**For sites without floodplain:** This site is not in any Special Flood Hazard Areas or Future Conditions Flood Hazard Areas, as shown on FIRM Panel (add correct FIRM panel reference and date).
2. **Stream buffers:** \_\_\_\_ foot wide undisturbed stream buffer, measured from top of bank, each side of stream. No clearing or grading other than selective thinning and ordinary maintenance of existing vegetation permitted, except in accordance with 15A NCAC 02B.233 (6) Vegetation Management. No structures or features requiring grading or construction may be built within the 10 foot stream buffer setback. Any use allowed by Section 8.5.5 of the UDO shall be designed and constructed to minimize the amount of intrusion into the stream buffer and to minimize clearing, grading, erosion and water quality degradation. **(UDO Section 8.5.5 B, C and E).**
3. **For sites containing wetlands:** State and federal permit authorization may be required from the NC DENR, NC DWQ, and the U.S. Army Corps of Engineers prior to the commencement of any land disturbing activities in or near a lake, stream, creek, tributary, or any unnamed body of water and its adjacent wetlands **(UDO Section 8.9.2)**
4. **Wetland buffer note:** \_\_\_\_\_ foot wide wetland buffer to remain in natural, undisturbed vegetation. Wetland buffers may be used for passive recreational activities, such as walking and bicycling trails, provided that service facilities for such activities, including but not limited to parking, picnicking and sanitary facilities, are located outside of the wetland buffer. Any use allowed by this section shall be designed and constructed to minimize the amount of intrusion into the wetland buffer and to minimize clearing, grading, erosion and water quality degradation. **(UDO Sections 8.9.4 and 8.9.5)**
5. **For residential projects approved for payment in lieu of open space dedication:** Payment in lieu of open space dedication to be made prior to the approval of any final plats per **UDO Section 7.2.2A or Section 12.5.2.**
6. **For projects with Greenways:**

<b>On Site Plans:</b>	Greenway plat shall be recorded, showing metes and bounds for the greenway, and evidence of recordation with Book and Page number provided to the Parks and Recreation Department, at time of first final plat approval or prior to issuance of a building permit, whichever comes first.
<b>On Preliminary Plats:</b>	Greenway plat shall be recorded, showing metes and bounds for the greenway, and evidence of recordation with Book and Page number provided to the Parks and Recreation Department, at time of first final plat approval
<b>On Final Plats (City):</b>	Greenway Easement dedicated to the City of Durham according to the terms stated in Real Estate Book 1503, Pages 898-899. No building or land disturbance except according to those terms; public access granted. <b>OR</b> "Deeded to the City of Durham in fee simple for City Greenway; public access granted."
7. **Final Plat Owners Certificate:** The undersigned owner of the property lying within the attached plat and subdivision hereby certifies that he/she ordered the work of surveying and platting to be done, and that all public streets, alleys, easements, and other open spaces so designated upon said plat are hereby dedicated for such use and that all public and private easements shown upon said plat are hereby granted for the uses stipulated.
8. **Final Plat Attorney's Certificate:** I, \_\_\_\_\_ in my capacity as local counsel for \_\_\_\_\_ do hereby certify that to the best of my knowledge and belief that \_\_\_\_\_ is the owner of record of the tract of land described hereon, and that \_\_\_\_\_ is the owner or owner's agent authorized to sign the dedication statement pertaining to this recording . As of this date, \_\_\_\_\_. Signed \_\_\_\_\_
9. **For projects requiring right-of-way dedication:** See Public Works Standard Notes, below. If streets will be added to NCDOT system, the District Engineer's approval is required to be indicated on the face of the plat prior to recordation.
10. **Street easement note:** \_\_\_\_\_ foot wide City of Durham Public Street Easement, subject to the terms stated in the declaration in Real Estate Book 2350, page 938. No structures, fills, embankments or obstructions permitted within the Easement except according to those terms.

**DURHAM GENERAL STANDARD NOTES (continued)** (See also Public Works Standard Notes Below): The wording of all notes should be exactly as below. Shaded notes are not required on final plats.

11. **Sidewalk note where there is to be sidewalk construction within ROW as follows:** See Public Works Standard Notes, below.
12. **a. City Driveway note where there is to be a new driveway construction within ROW of a city maintained street as follows:** See Public Works Standard Notes, below.  
**b. State Driveway note where there is to be a new driveway construction within ROW of a state maintained street as follows:** NCDOT Driveway Permit required prior to construction. Contact NCDOT at 560-6854 for requirements.
13. **Private street design note for townhouses and condominiums in the City limits:** (The following notes shall be added to the site plan and final plats. They can be modified to their specific uses (streets, water, sewer, storm sewer)): A) The streets (and utilities) are private and will not be publicly maintained; B) The streets (and utilities) are to remain private since the design does not meet City Design criteria and will not be made public nor maintained by the City; c) The seller is required to notify the buyer of items A. and B. above.
14. **For projects with private access and common areas:** See Public Works Standard Notes for Townhome developments.
15. **Parking lots and when no building permit is required:** Owner/developer shall notify the Durham City County Planning Department Site Inspection staff at the completion of construction and landscaping to request an inspection prior to use of the facility.
16. **Landscaping/C.O. Standards Note:** All landscaping must be in place prior to request for a Certificate of Compliance. Contact Durham City County Planning Department Site Inspection staff for inspection.
17. **Landscape Re-inspection Fee:** Each landscaping compliance inspection after the initial inspection will incur a re-inspection fee, starting at \$100 + 4% technology surcharge. Each subsequent re-inspection will increase by \$100 +4% (example 1<sup>st</sup> - \$104, 2<sup>nd</sup> - \$208, 3<sup>rd</sup> -- \$312, etc). Payment must be received by the Durham City County Planning Department prior to re-inspection.
18. **Street Tree Note for all Preliminary and Final Plats Where Trees will be Planted:** Street trees meeting the requirements of **Section 9.6.4 of the UDO** shall be planted before a Certificate of Compliance is issued, unless the planting has been postponed in accordance with the requirements of **Sec. 9.11.2, Extensions for All Other Development**.
19. **Undisturbed Landscape Buffers:** \_\_\_\_\_ foot wide undisturbed landscape buffer. No clearing or grading other than selective thinning and ordinary maintenance of existing vegetation permitted.
20. **Construction in Preserved Tree Coverage Areas (UDO Section 8.3.1D.5):**
  - a. Preserved tree coverage areas shall not be used for active recreational purposes, except for walking paths and foot trails constructed with minimal disturbance of tree roots and existing vegetation provided a registered arborist has certified that the construction of the trail has been designed to minimize impact to the existing trees. No tree over 10 inches shall be removed for the construction of trails. Site plan approval is required for construction of trails in preserved tree coverage areas.
  - b. All buildings shall be set back at least 10 feet from the edge of any preserved tree coverage area.
  - c. Utility lines and drainage channels shall be minimized within the root protection zones of the trees to be saved. Preferably, such facilities should be located adjacent to driveways and in groupings allowed by sound engineering practices.
21. **Tree Protection Note (UDO Sec. 8.3.2E):** Tree protection fencing must be in place prior to any demolition, land disturbance, or issuance of a grading permit and shall include warning signs posted in both English and Spanish, as follows: "No Trespassing/Tree Protection Area/Prohibido Entrar / Zona Protectora Para los Árboles."
22. **Root Protection Zone:** Equals one foot of radius for every inch of diameter of existing trees, or six foot radius, whichever is greater. No disturbance allowed within this area. Area must be protected with both tree protection fencing and warning signs.
23. **Protection of existing vegetation:** At the start of grading involving the lowering of existing grade around a tree or stripping of topsoil, a clean, sharp, vertical cut shall be made at the edge of the tree save area prior to or at the same time as silt fence and other erosion control measures are installed. The tree protection fencing shall be installed on the side of the cut farthest away from the tree trunk and shall remain in place until all construction in the vicinity of the trees is complete. No storage of materials, fill, or equipment and no trespassing shall be allowed within the boundary of the protected area.
24. **For projects including mini-warehouse (self-storage) space:** This approval is for storage purposes only, unless specifically authorized otherwise. Any other use could create Building Code/Zoning violations.



**DURHAM GENERAL STANDARD NOTES (continued)** (See also Public Works Standard Notes Below): The wording of all notes should be exactly as below. Shaded notes are not required on Final Plats.

25. **Site Lighting Note:** Measures shall be provided to prevent light spillover onto adjacent properties and glare toward motor vehicle operators. Exterior lights shall be shielded so that they do not cast direct light beyond the property line. In accordance with these standards:
  - a. The maximum illumination at the edge of the property line adjacent to residential zoning is 0.5 foot candles.
  - b. The maximum illumination at the edge of the property line adjacent to nonresidential zoning is 5.0 foot candles.
  - c. The maximum illumination at the edge of the property line adjacent to a street is 5.0 foot candles.
  - d. The level of illumination as measured in foot candles at any one point shall meet the standards in the table in Section 7.4.3A with minimum and maximum levels measured on the pavement within the lighted area and average level measured as a not-to-exceed value calculated using only the area of the site intended to receive illumination.
  - e. The maximum height for directional lighting fixtures, which are defined as fixtures designed to insure that no light is emitted above a horizontal line parallel to the ground, shall be 30 feet.
  - f. The maximum height for non-directional lighting fixtures, which are defined as fixtures designed to allow light to be emitted above a horizontal line parallel to the ground, shall be 15 feet above grade (measured to the top of the fixture).
  - g. These standards must be verified by field survey (by use of photometric survey) prior to the Certificate of Compliance being issued. All of this information, including details, will be required on building plans prior to issuance of building permit.
26. **For projects subject to Federal Fair Housing Regulations:** Be advised that the provisions of Appendix II of the Federal Fair Housing Regulations (Accessibility Guidelines –24 CFR, Ch. 1, Subch. A, App II) effective March 6, 1991 are required on this project. It is the responsibility of the owner/developer/builder to comply with these regulations. Also be aware that these requirements are beyond the scope of Volume I-C (Handicap Accessibility) of the NC State Building Code and as such the burden of compliance is borne by the owner/developer/builder.
27. **Transportation Facility Permit:** Construction of a proposed parking facility, or modification to an existing facility, that meets or exceeds the following thresholds may require a Transportation Facility Permit from NCDENR, Division of Air Quality, prior to the start of construction: 1500 spaces for surface parking lots; 750 spaces for parking structures, such as decks or garages; or 1000 spaces for a combination of surface parking lots and parking structures. Contact NC Division of Air Quality for more information.
28. **For projects utilizing on site water supply or waste water disposal:** Approval does not guarantee approval of either on-site water supply or waste water disposal systems or that permits will be issued for the construction of such systems.
29. **For projects that have water/sewer extensions:** See Public Works Standard Notes, below.
30. **Sanitary sewer easements:**  
City: See Public Works Standard Notes, below.  
County: Centerline of \_\_\_\_\_ foot wide County of Durham Sanitary Sewer Easement. Subject to terms stated in the Declaration in Real Estate Book 1626, page 145. No structures, fill, embankments, trees or obstructions permitted within the easement except according to those terms.
31. **City water easement:** See Public Works Standard Notes, below.
32. **City Storm drainage easements:** See Public Works Standard Notes, below.  
**County Storm or private drainage easements:** Centerline of \_\_\_\_\_ foot wide drainage easement for the benefit of adjacent property owners not maintained by public authorities. No buildings, structures, fills, embankments or obstructions permitted within the easement except according to those terms.
33. **For sites required to have an Engineered Storm Water Control device:** See Public Works Standard Notes, below.
34. **For residential developments using curbside collection:** An automated solid waste collection vehicle has an 18-foot wheelbase and a turning radius of 45 feet wall-to-wall and 43 feet curb-to-curb. The Department of Solid Waste Management reserves the right to modify collection of garbage and recyclables for any roadway or cul-de-sac not constructed to accommodate those specifications.
35. **For commercial projects wanting to receive curbside collection instead of dumpsters:** Garbage volume is not expected to exceed the capacity of four 96-gallon carts per week. All target (banned) recyclables will be separated from garbage and placed in City recycle bins. A waste handling facility will be constructed at the owner's expense at the location designated on the plans in compliance with ordinance and SWM standards should garbage exceed the four-cart per week limit.
36. **Provide note on utility plan sheet:** Provide Fire Plans Examiner one copy of utility construction drawings, showing underground piping layout and all fire appurtenances. Permit for installation of private fire hydrant(s) must be issued by Fire Plans Examiner prior to installation of said hydrants.



**DURHAM GENERAL STANDARD NOTES (continued)** (See also Public Works Standard Notes Below): The wording of all notes should be exactly as below. Shaded notes are not required on Final Plats.

- 37. For commercial sites without proposed restaurants (but where restaurants would be an allowed use in the Zoning District):** As designed, a restaurant facility may not be permitted in this building. A revised site plan will be required to accommodate a grease trap, trash handling and other requirements related to a restaurant facility.

Please see below for Public Works Standard Notes

**CITY OF DURHAM PUBLIC WORKS STANDARD NOTES:** The wording of all notes should be exactly as below. Note that this Section contains all standard notes, including final plat notes. Shaded notes are not required on Final Plats.

**A. In the Public Works Conditions of Approval Box, always add the following notes:**

1. All sizes, materials, slopes, geometry, locations, evaluations, extensions and depths for all existing and proposed streets and utilities (waterlines, sanitary sewer lines and storm drainage conveyance systems) shall be designed to the specifications set forth in the design criteria and standards of the Public Works Department and be subject to review and approval by the Public Works Department at construction drawing submittal.
2. The designing professional (a NCPE, NCPLS or NCRLA – as required) will submit 3 sets of construction drawings to City Engineering for review and approval before starting construction (see Construction Plan Approval Process). **NOTE:** The approval of construction drawings is separate from site plan approval.
3. As-built drawings shall be approved prior to water meter and sanitary sewer service connection installations and prior issuance of a certificate of occupancy.

**B. In the Public Works Conditions of Approval Box, add the following notes as required:**

1. **Extension Agreement required (submit after site plan approved but before construction plans).** Contact Engineering Division (560-4326, FAX 560-4316) with complete name (Individual, Inc., Corp., etc) and telephone number of entity extending services to the site.
2. **Annexation petition required.** Contact Budget Department @ 560-4111
3. If a hydrant is proposed a fire flow analysis is required. Waterline size may change with fire flow analysis. Contact City Engineering @ 560-4326 to schedule flow test or to obtain current system data.
4. Water and sewer permits are required for this project.
5. A completed Stormwater Facility Maintenance and Operational Permit Agreement with appropriate fees, calculations and details must be submitted at time of construction plan review. Plans will not be reviewed without these items. Contact Stormwater Services @ 560-4326 for information.
6. Back flow permit required with this project.
7. An NCDOT or City of Durham Driveway Permit is required.

**C. Engineering Division Standard Notes, to be added to the General Conditions of Approval Box, as required with the scope of the project:**

**Water easement note:**

Centerline of \_\_\_\_\_ foot wide City of Durham Water Easement. Subject to terms stated in the Declaration in Real Estate Book 1510, page 958. No structures, fill, embankments, trees or obstructions permitted within the easement except according to those terms.

**Sanitary sewer easement note:**

Centerline of \_\_\_\_\_ foot wide City of Durham Sanitary Sewer Easement. Subject to terms stated in the Declaration in Real Estate Book 1510, page 958. No structures, fill, embankments, trees or obstructions permitted within the easement except according to those terms.

Centerline of \_\_\_\_\_ foot wide County of Durham Sanitary Sewer Easement. Subject to terms stated in the Declaration in Real Estate Book 1626, page 145. No structures, fill, embankments, trees or obstructions permitted within the easement except according to those terms.

**Sidewalk note:**

The location of the sidewalks shown on this plan is schematic. A City of Durham and/or NCDOT encroachment permit is required prior to any construction. After obtaining the required permits, please contact the City of Durham Engineering Construction Inspection office at 560-4326 for a pre-construction conference and field visit prior to any work on the proposed sidewalk.

**CITY OF DURHAM PUBLIC WORKS STANDARD NOTES (Continued):** The wording of all notes should be exactly as below. Note that this Section contains all standard notes, including final plat notes. Shaded notes are not required on Final Plats.

**C. Engineering Division Standard Notes, to be added to the General Conditions of Approval Box, as required with the scope of the project (continued):**

**Driveway permit notes:**

A City of Durham Driveway Permit is required prior to any driveway construction on public right-of-way. Submit plans for Driveway Permit approval to City Engineering Development Review. After obtaining the permit, please call City of Durham Engineering Inspection office at 560-4326 prior to start of construction.

NCDOT Driveway Permit required prior to construction. Contact NCDOT at 220-4750 for requirements.

**Utility Notes:**

A Utility Mainline Construction permit is required prior to the installation of each utility. All utilities shall submit plan drawings and applications to the City Engineering Division.

**Water service abandonment:**

Abandonment of water services shall include excavating down to corporation, turning it off and cutting service line free from corporation. The meter, if present, shall be returned to City of Durham.

**Sanitary sewer service abandonment:**

Abandonment of sanitary sewer service lines shall consist of excavating down to the service connection to the main, cutting this connection and installing a watertight plug in the main. All clean-out risers on the service line should be removed. The service line can be abandoned in place.

**D. Provide Utility Crossing Construction note where there are new mainline (public or private) utilities proposed on plans as follows:**

**Water, sanitary sewer and storm sewer separation notes:**

**1. Horizontal and Vertical Separation**

- A. Sanitary Sewers shall be laid at least 10-feet horizontally from any existing or proposed water main. The distance shall be measured edge to edge. In cases where it is not practical to maintain a 10-foot separation, the City of Durham may allow deviation on a case-by-case basis, if supported by data from the design engineer. Such deviation on may allow the installation of the sanitary sewer closer to a water main, provided that the water main is in a separate trench or on an undisturbed earth shelf located on one side of the sanitary sewer and at an elevation so the bottom of the water main is at least 18-inches above the top of the sewer.
- B. If it is impossible to obtain proper horizontal and vertical separation as described above or anytime the sanitary sewer is over the water main, both the water main and sanitary sewer must be constructed of ferrous pipe complying with the public water supply design standards and be pressure tested to 150-psi to assure water tightness before backfilling.
- C. A 12-inch vertical separation shall be provided between storm sewer and sanitary sewer lines or ferrous pipe specified. A 12-inch vertical separation shall be provided between storm sewer and water mains.
  1. If a 12-inch vertical separation is not maintained at a crossing between storm sewer and water mains (or pressure sewers). The water main shall be constructed of ferrous pipe and a concrete collar shall be poured around water mains and storm sewer to immobilize the crossing.

**2. Crossings**

- A. Sanitary Sewer crossing water mains shall be laid to provide a minimum vertical distance of 18-inches between the outside of the water main and the outside of the sanitary sewer. The crossing shall be arranged so that the sanitary sewer joints will be equidistant and as far as possible from the water main joints.
- B. When it is impossible to obtain proper horizontal and vertical separation as stipulated above, one of the following methods must be specified.
  1. The sanitary sewer shall be designed and constructed of ferrous pipe and shall be pressure tested at 150-psi to assure water tightness prior to backfilling, or
  2. Either the water main or the sanitary sewer line may be encased in a watertight carrier pipe, which extends 10-feet on both sides of the crossing, measured perpendicular to the water main. The carrier pipe shall be of materials approved by the City of Durham for use in water main construction.

**CITY OF DURHAM PUBLIC WORKS STANDARD NOTES (Continued):** The wording of all notes should be exactly as below. Note that this Section contains all standard notes, including final plat notes. Shaded notes are not required on Final Plats.

**E. In the Public Works Conditions of Approval Box, add the following Stormwater Services notes to Site Plans and Preliminary Plats, as applicable:**

**1. FEMA Flood Study Required:**

A CLOMR shall be obtained from FEMA prior to construction drawing approval. A LOMR shall be obtained from FEMA prior to issuance of any certificates of occupancy or certificates of compliance.

**2. For Developments within the Neuse River Basin (Payment, if required, to be determined during site plan review):**

A site plan cannot be approved until a receipt from the North Carolina Ecosystem Enhancement Program has been received by the City of Durham confirming the payment of \$X.XX in offset fees.

**3. For Developments required to have a stormwater BMP facility:**

- A. Final design calculations for the stormwater BMP facility will require the use of storage indication routing methodology such as TR-20 or HEC-1 models. For the BMP facility, provide stage-storage relationship and inflow and outflow hydrographs. Provide all tabulated data including calculations showing the outlet under orifice control, barrel control and weir control, as appropriate, to show how the routing was developed.
- B. An executed stormwater facility operation and maintenance permit agreement (prepared by Stormwater Services, City of Durham), payment of stormwater facility permit fee per BMP facility and perpetual surety for the continued operation and maintenance of the facility is required prior to construction plan approval.
- C. An as-built certification for the stormwater BMP(s), provided by the design engineer, is required. The as-built shall be submitted per the Reference Guide for Development, approved by the Stormwater Services Division and the BMP(s) shall be inspected and approved by the Stormwater Services Division prior to issuance of any certificates of occupancy or certificates of compliance for the project.
- D. A completed City of Durham Design Summary is required for each stormwater BMP facility no later than at the first construction drawing submittal.
- E. Stormwater BMP facility design calculations will not be reviewed or approved with the Site Plan/Preliminary Plat submittal. All stormwater BMP facility designs will be reviewed and approved during the construction drawing submittal process.

**In the General Conditions of Approval Box add the following Stormwater Services Standard Notes: (Note that these notes may or may not apply to the project depending on the requirements of the project, determined during review)**

**Stormwater Drainage Easement Note (width determined at construction drawings):**

Centerline of \_\_\_\_\_ foot wide public storm water drainage easement. Ownership of and responsibility for improvement and maintenance of storm water facilities in this easement remains with the current owner. If the property is within or becomes a part of the City, the easement and access points to the easement are subject to the terms and restrictions stated in the "Revised Declaration of Rights and Privileges of the City of Durham in Storm Water Management Facility Easements" recorded in Real Estate Book 2298, Page 208, which document is incorporated herein. This easement and the Revised Declaration do not create the obligation to provide public maintenance. No building, structures, fills, embankments or obstructions permitted within the easement except according to those terms.

**F. Transportation Division Standard Notes:**

None



**City of Durham**  
**Public Works Department**  
**Stormwater Services Divisions**  
101 City Hall Plaza  
Durham, North Carolina, 27701  
Telephone (919) 560-4326  
Fax (919) 560-4316

Design Professional's Signature and Seal

### City Stormwater Services Final Plat Submittal Checklist

For each review submittal, including re-submittals, the submittal checklist shall be submitted with the final plat. Submittals that do not include the submittal checklist will **NOT BE REVIEWED**. The following is a list of standard final plat requirements that are reviewed by the City of Durham Stormwater Services Division at the final plat stage of Development Review. This list is intended to give general guidelines only and is not to be considered all-inclusive. Depending upon the development additional items may be required. Final plat submittals without the following minimum criteria will be returned to the applicant with **NO REVIEW PERFORMED**.

#### ***I. PROJECT INFORMATION***

Project Name: \_\_\_\_\_ Phase: \_\_\_\_\_  
Previous Project Name, if applicable: \_\_\_\_\_  
PIN: \_\_\_\_\_ Planning Case Number: \_\_\_\_\_  
Project Comment Contact Person: \_\_\_\_\_ Phone number ( ) \_\_\_\_\_  
Fax number: ( ) \_\_\_\_\_ Company Name: \_\_\_\_\_

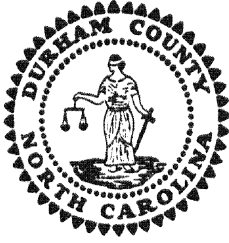
#### ***II. REQUIRED ITEMS CHECKLIST***

The following checklist outlines submittal requirements. Initial in the space provided to indicate the following submittal requirements have been met.

##### ***A. General Requirements***

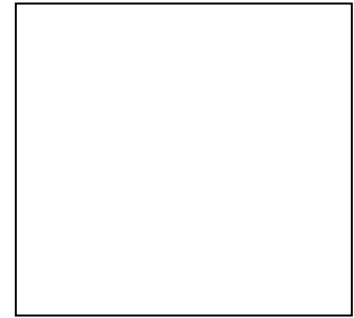
##### **Applicant's initials (typical all sections)**

- \_\_\_\_\_ a. Show all easements for stormwater system and BMPs (including the access easement for the BMP). Easements shall be shown on all swales, storm drainage systems, including culverts, and BMPs as shown on the approved construction drawings.
- \_\_\_\_\_ b. Show all floodplains with map number, date and zones. Note that the NFIP map number, date and zone shall be shown even if no floodplain is indicated.
- \_\_\_\_\_ c. Show all impervious surface areas per lot as required by the approved site plan and approved stormwater impact analysis.
- \_\_\_\_\_ d. Show all required stream buffers. The tops of banks for the streams shall be shown and clearly labeled. The stream buffer line shall be measured from the tops of banks. A 10-foot no build setback shall be shown and shall be measured from the stream buffer line.



## County of Durham

Engineering Department  
Stormwater and Erosion Control Division  
120 E. Parrish Street, Law Bldg., 1st Floor  
Durham, North Carolina 27701  
(919)560-0735 Fax: (919)560-0740



Design Professional's Signature, Seal, & Date

### Stormwater and Erosion Control Division Final Plat Submittal Checklist

The following is a list of standard final plat requirements that are reviewed by Durham County Stormwater and Erosion Control Division at the final plat stage of Development Review. This list is intended to give general guidelines only and is not to be considered all-inclusive. Depending upon the development additional items may be required. Final plat submittals without the following minimum criteria will be returned to the applicant without a complete review being performed.

#### ***I. PROJECT INFORMATION***

Project Name: \_\_\_\_\_ Phase: \_\_\_\_\_  
Previous Project Name, if applicable: \_\_\_\_\_  
PIN: \_\_\_\_\_ Tax Map Number \_\_\_\_\_ Planning Case Number: \_\_\_\_\_  
Project Comment Contact Person: \_\_\_\_\_ Phone number ( ) \_\_\_\_\_  
Fax number: ( ) \_\_\_\_\_ Company Name: \_\_\_\_\_

#### ***II. REQUIRED ITEMS CHECKLIST***

The following checklist outlines submittal requirements. Initial in the space provided to indicate the following submittal requirements have been met.

##### **Applicant's initials (typical all sections)**

- \_\_\_\_\_ a. Show all easements for stormwater system and BMPs (including the access easement for the BMP).
- \_\_\_\_\_ b. Show all floodplains with map number, date and zones. Note that the NFIP map number, date and zone must be shown even if no floodplain is indicated.
- \_\_\_\_\_ c. Show all impervious surface areas per lot as required by zoning overlay.
- \_\_\_\_\_ d. Show all required stream buffers.